

INTRODUCTION TO MICROGRAPHICS

SEMINAR #19

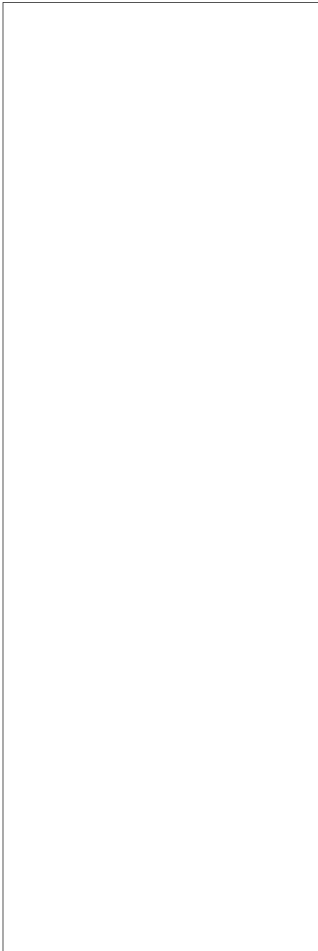
20 & 21 September 1979

1A07 Headquarters

First Day

STAT

0900 - 0915	Welcome
0915 - 0945	"Micrographia" Slide Show
1000 - 1030	Types of Microforms
1030 - 1100	Introduction & Developing an Application
1100 - 1200	Index Techniques
1200 - 1300	LUNCH
1300 - 1400	Implementation of Application
1400 - 1500	Filming and Film Processing
1515 - 1545	User Equipment - Readers, Reader- Printers, Storage Equipment
1545 - 1615	Updatable Systems



Second Day

STAT

0900 - 1000	Micropublishing/Microrepublishing
1015 - 1100	Agency Application
1100 - 1200	Agency Application
1200 - 1300	LUNCH
1300 - 1330	Introduction to COM
1330 - 1445	P&PD COM Capabilities & Services
1500 - 1530	COM Systems Considerations & Agency Application
1530 - 1600	Future of COM
1600	Questions, Epilogue, Critique

Guest Speaker
Guest Speaker



MEMORANDUM FOR:

FROM

:

Chief, Information Technology Branch
Records Management Division
Information Services Staff, DDA

SUBJECT : Seminar # - INTRODUCTION TO MICROGRAPHICS

1. We look forward to your attendance at the forthcoming seminar on INTRODUCTION TO MICROGRAPHICS. This seminar will be held in Room 1A07 Headquarters on starting promptly at 0900. The enclosed program schedule will give you an idea of the elements to be covered.

2. Because of the large number of applicants, all requests for attendance could not be honored. Therefore, if for any reason you are unable to attend, please advise so that we may arrange for a substitute.

3. We are looking forward to a most stimulating and productive seminar.

Course Coordinator

Attachment: As stated

Letter of Acceptance

5 September 1979

MEMORANDUM FOR:

STAT

FROM:

[Redacted]

Chief, Information Technology Branch
Records Management Division
Information Services Staff, DDA

SUBJECT: Seminar #19 - INTRODUCTION TO MICROGRAPHICS

STAT

1. Attached is a copy of the seminar schedule for your use.
If you plan to use slides, movies, or other graphic aids, please notify
[Redacted] as soon as possible.

2. The seminar will be held in Room 1A07 Headquarters Building
on 20 and 21 September 1979.

3. I want to thank you in advance for your assistance in
presenting this seminar.

STAT

[Redacted]

STAT

FOR

[Redacted]
Course Coordinator

Attachment: As stated

Letter to Speakers

SPEAKERS:

STAT

[REDACTED]

ADSTAR Requirement Officer
1H1114 Headquarters

STAT

[REDACTED]

P&PD Systems Staff
154 P&PD

STAT

[REDACTED]

P&PD/Photography Branch
G-67 Headquarters

STAT

[REDACTED]

DO/IMS/Application Services/Micrographics Section
GA-06 Headquarters

STAT

[REDACTED]

OCR/Records Management Officer
1H1124 Headquarters

STAT

(substitute for [REDACTED])

12 September 1979

MEMORANDUM FOR THE RECORD

STAT

FROM:

Information Services Staff

SUBJECT: INTRODUCTION TO MICROGRAPHICS

1. The following deaf employees are interested in attending the next running of INTRODUCTION TO MICROGRAPHICS if interpreters will be available:

STAT

2. The following individuals are contact points for the individuals mentioned above:

STAT

3. The attached Form 73's for the individuals mentioned above should be placed in the "Future Attendees" file. If INTRODUCTION TO MICROGRAPHICS is conducted again and if there is sufficient interest among the deaf employees, arrangements for interpreters should be started at least two months prior to the course and finalized no later than two weeks before the course.

STAT

4. If there are any questions, do not hesitate to call me on extension

STAT

Attachments: As stated

Training (given by Branch)

REQUISITION OR TURN-IN FOR ADMINISTRATIVE SUPPLIES AND EQUIPMENT				Page	of	Pages
				REQUISITION NO.		
DELIVER TO		EXTENSION	ROOM NO.	BUILDING		COST CENTER NO.
PERSON TO CONTACT		EXTENSION	ROOM NO.	BUILDING		DIVISION AND BRANCH
			5B2830	HQS		DDA/ISS
						DATE
						5 September 1979
CERTIFICATION						
I CERTIFY that the quantities of items listed below have been received except as otherwise noted.						
DATE			SIGNATURE			
ITEM LISTING						
ITEM NO.	STOCK NO.	DESCRIPTION		QUAN-TITY	UNIT	UNIT PRICE
		This is to request that Room 1A07				
		Headquarters Building be arranged as				
		follows for 20 and 21 September 1979 by				
		0800 on the 20th: tables and chairs				
		arranged and available for 60				
		individuals. The above should be				
		arranged in rows.				
		Room 1A07 is reserved for the				
		above dates by				
		C/Information Technology Branch/RMD/				
		ISS/DDA, for INTRODUCTION TO MICRO-				
		GRAPHICS training course.				
		Please contact me if there is				
		any problem with this request.				
		<i>(Coordinated) with OTR,</i>				
				TOTAL		
IF ABOVE ITEMS ARE TURN-INS						
PICKUP FROM (Person to contact)		EXTENSION	ROOM NO.	BUILDING		

5 September 1979

MEMORANDUM FOR: Media Distribution Section
Instructional Technology Division
Office of Training

STAT

FROM:

Information Technology Branch
Information Services Staff

SUBJECT: Seminar #19 - INTRODUCTION TO MICROGRAPHICS

1. The Information Technology Branch (ITB)/Information Services Staff will be conducting the nineteenth running of INTRODUCTION TO MICROGRAPHICS on 20 and 21 September 1979 in Room 1A07, Headquarters Building between 0900 and 1630 hours.

2. This memorandum is to request that audiovisual equipment be made available for the above dates for use by the instructors and guest speakers. Specific equipment needed includes: overhead viewer for vu-graphs, movie projector, and slide projector. Please have this equipment in Room 1A07 by 1630 hours on 19 September 1979.

3. If you have any questions regarding this request, please do not hesitate to call me on extension

STAT

NAME OF CONTACT OFFICER STAT		OFFICE DDA/ISS	TELEPHONE	SIGNATURE OF APPROVING OFFICER	SIGNATURE OF TECHNICAL OFFICER
REMARKS The requested item is required in ISS by COB 14 Sept. 1979. Item is to be used (student kit) in course to be conducted on 20 and 21 Sept. 1979. NEED AS SOON AS POSSIBLE.				BUDGET CERTIFICATION: I CERTIFY THAT PRA AND/OR FUNDS ARE AVAILABLE. CHARGE FAN INDICATED IN BLOCK ASTERISKED (*) BELOW.	
				SIGNATURE OF AUTHORIZING OFFICER DATE	

REQUISITION FOR MATERIEL AND/OR SERVICES		REQ'N. DATE 9-4-79	REQ'N. NO. 6805-79248-952		PROCUREMENT INSTRUMENT NO.	
MATERIEL PROC. ALLOT. NO.		REQUIRED DATE AT DESTINATION		DATE PROC. ITEMS REQUIRED IN DEPOT	DATE STOCK ITEMS REQUIRED IN TRANSPORTATION	TYPE II FPA
* FINANCIAL ANALYSIS NUMBER						OTHER:
						ACCOUNTABILITY TO BE ASSUMED BY STATION
CONSIGNEE STAT STAT2830 HQS,				REFERENCE RECOMMENDED METHOD OF SHIPMENT (TRUCK, RAIL, SHIP, PLANE, OR POSTAL) RECOMMENDED CHANNEL FOR SHIPMENT (COMMERCIAL, MILITARY, OTHER)		
MARKING INSTRUCTIONS				PACKING INSTRUCTIONS		

SOURCE		POSTED		STOCK CONTROL REMARKS			
PROC.	STOCK	INITIAL	DATE				

ITEM NO.	STOCK NO.	EXP.	NOMENCLATURE	SC	PRICING AND EDITING DATA			
1.	7530-00-281-4844		Small wallet envelopes, 11 3/4 in. lg., 9-1/2 in w.		QUANTITY	UNIT	UNIT PRICE	EXTENSION
					70	ea		
			-----ONLY ITEM-----		RELEASED	ACTION	S-A-C	LOCATION
					QUANTITY	UNIT	UNIT PRICE	EXTENSION
					RELEASED	ACTION	S-A-C	LOCATION
					QUANTITY	UNIT	UNIT PRICE	EXTENSION
					RELEASED	ACTION	S-A-C	LOCATION
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					RELEASED	ACTION	S-A-C	LOCATION
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					RELEASED	ACTION	S-A-C	LOCATION
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					RELEASED	ACTION	S-A-C	LOCATION
					QUANTITY	UNIT	UNIT PRICE	EXTENSION
					RELEASED	ACTION	S-A-C	LOCATION

RE INTERPRETER FOR DEAF
EMPLOYEE FOR "INTRO TO MIC"
SEMINAR ON 19620 JUNE -

STAT

DDO/MS

NEEDS TO KNOW WHO WILL PAY
FOR INTERPRETER (USUALLY INDIVIDUAL'S
OFFICE). \$75 FOR 8 HOUR PERIOD

VERY DIFFICULT, DON'T LIKE TO DO IT
FOR JUST ONE EMPLOYEE.

STAT

Date 10 11 1962

WITH DEAF EMPLOYEES? IF SO, COULD
WE HAVE COPY?

Send letter to Senior Training Officers
for circulation
ATTEMPT TO GET INTERPRETER
FOR SEMINAR IN SEPT. 20 & 21.

STAT WILL
ADVISE
DO/IMS.

8/8 DDA/ISS should pay

2 August 1979

MEMORANDUM FOR: Senior Training Officers

STAT FROM : [redacted]
Chief, Information Technology Branch
Records Management Division
Information Services Staff
Directorate of Administration

SUBJECT : Seminar #19 - INTRODUCTION TO MICROGRAPHICS (U)

1. INTRODUCTION TO MICROGRAPHICS is a two-day course which provides basic information on microphotography and explores the application of this technology in controlling overburdened and sometimes inefficient paperwork systems. Specific blocks of instruction include: Image Recording Techniques, Microform Formats, User Equipment, Indexing Techniques, Computer Output Microfilm (COM), Micropublishing/Microrepublishing, and Development and Implementation of Agency applications. (U)

2. This Seminar is open to all, but it is of particular interest to the following personnel: potential users of microforms, Component Records Officers, Section and Branch Chiefs, Planning Officers, and Registry personnel. (U)

3. The next running of INTRODUCTION TO MICROGRAPHICS will be on 20 and 21 September 1979 in Room 1A07 Headquarters Building between 0900 and 1630 hours. (U)

4. The Information Technology Branch presently has a requirement from a handicapped (deaf) employee who is enrolled for the September running of this course. I have been advised by the Handicapped Program Coordinator that to be cost effective and to justify the two necessary interpreters, there should be at least five handicapped employees attending the course. To accommodate this requirement and to determine the interest of other handicapped employees, please circulate this memorandum throughout the Offices within your Directorate. (U)

STAT 5. Please contact [redacted] by COB
17 August 1979 with the names of the employees interested in attending this course. Arrangements for this running of the course need to be completed by 31 August 1979, so your cooperation would be most appreciated. If you have any questions, please do not hesitate to call me on extension [redacted] (U)

STAT

Distribution:

Orig - ITB subj
1 - ITB chrono
25 - DCI Senior Training Officer
25 - DDA Senior Training Officer
25 - DDO Senior Training Officer
25 - DDS&T Senior Training Officer
25 - NFAC Senior Training Officer
5 - OL Training Officer (3)
5 - OC Training Officer (1)
5 - OSO Training Officer (1)
5 - FBIS Training Officer (1) *resigned July 1979*
5 - OTS Training Officer (1)
5 - P&PD c/o OL Training Officer (2)
5 - ODP Training Officer (4)
5 - DO/IMS Training Officer (2)
5 - OCR Training Officer (1)

Title 41 - Public Contracts and Property Management

Part 101-11 - RECORDS MANAGEMENT

Subpart 101-11.5 - Micrographics Management

<u>Section</u>	<u>Title</u>	<u>Responsible Component</u>
101-11.503	Agency Program Responsibilities	MWPB
101-11.505	Micrographics Systems Analysis	MWPB/RMO's
101-11.506-1	Authorization	RAB
101-11.506-2	Preparation	Custodian
101-11.506-3	Microfilming	P&PD
101-11.507-1	Storage	Archives & Rec Center
101-11.507-2	Inspection	Custodian/P&PD
101-11.508	Use of Microforms	Custodian/Archives
101-11.509	Disposition of Microform Records	Custodian/Archives/Rec Center

MICROFORM USER EQUIPMENT - WORLDWIDE

	<u>READERS</u>		<u>READER-PRINTERS</u>		<u>TOTALS</u>
	<u>NUMBER</u>	<u>%</u>	<u>NUMBER</u>	<u>%</u>	
DCI	5	.003	2	.005	7
DDA	601	31.61	96	26.90	697
DDO	762	40.08	106	29.69	868
DDS&T	268	14.10	80	22.41	348
NFAC	265	13.94	73	20.45	338
TOTALS	1,901	100	357	100	2,258

NEED FOR MANAGEMENT OF MICROGRAPHICS

1. ASSURE THE MAXIMUM BENEFIT FROM THE TECHNOLOGY
2. ASSURE EACH APPLICATION IS COST EFFECTIVE
3. ASSURE THAT MAXIMUM USE IS MADE OF FILM PRODUCED
4. ASSURE MICROFILM IS PRODUCED SO THAT THE FILM IS RETRIEVABLE AND LASTS AS LONG AS WE NEED THE INFORMATION
5. ASSURE THAT EQUIPMENT IS EFFECTIVELY USED